Figure 171: Templates dialog, showing a selected template

Creating a spreadsheet from a template in the Start Center

You can create a spreadsheet from the Template view of the LibreOffice Start Center, which is visible when no other document is open. (See Chapter 1, Introduction.)

Click the **Templates** button in the left pane and icons are displayed in the Start Center for all available LibreOffice templates. The button also offers a drop-down list to select the templates of a given type of document. If you select the **Calc Templates** option on the list, the available spreadsheet templates are displayed in the Start Center. Click on the required template to create a new document based on that template.

Creating a template

You can easily create a template from any spreadsheet:

1) Open a new or existing spreadsheet that you want to use as a base for the template.

2) Add any necessary pre-defined content that you want to appear in a spreadsheet each time you use the new template, for example company logo and name, company information, page numbers, and so on. Delete any information that you do not want in the template.

3) Create or modify the cell and page styles that you want to use in the template.

4) On the Menu bar, choose **File > Templates > Save as Template**, or click the down arrow at the right of the **Save** button on the Standard toolbar and select **Save as Template**, or press *Shift+F11*. The Save As Template dialog (Figure 172) opens, displaying the existing template categories and a name box.

5) Type a name for the new template and select the required template category. You can also choose to make this the default template (see "Setting the default template" on page 201 for more information).

6) Click **Save** to save the new template.